

## 4.09 PERSONAL DAYS

1. Full-time employees will be credited with four personal days each calendar year, which will accrue quarterly (i.e. one personal day per quarter). Part-time employees will receive a prorated amount of personal hours based on the average number of hours they work per week. Personal time will begin to accrue from date of hire.
2. A request to use a personal day must be made in writing to the Department Head with no less than two working days' notice and shall not unreasonably interfere with the performance of the employee's work or the operation of the library. Personal days may be taken for approved personal reasons, which include personal business that cannot be accomplished outside of the employee's regular working hours, such as banking and legal transactions, home repairs, etc. Personal days are not extra vacation days and should not be used as such.
3. Personal days may not be carried from one year to the next nor will unused personal days be paid out to the employee.
4. Unused personal days are not payable upon separation from employment.
5. Beginning on January 1, 2017, full time employees with personal day awards in excess of 4 days or part-time employees with personal day awards in excess of their normal prorated amount of time ("Excess Days") or in the case of part time employees their normal prorated days plus one half of the Excess Days during 2016 will be awarded 4 personal days plus one half of the Excess Days awarded in 2016. Beginning on January 1, 2018, all full time employees will be credited with no more than 4 personal days or in the case of part time employees their normal prorated days as described above.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92  
Revised 1.27.93; 9.20.00; 6.18.03; 3.17.04; 4.16.08; 8.20.08; 12.14.16*